EVERY CHILD
PROFICIENT & PREPARED FOR
SUCCESS
KENTUCKY DEPARTMENT OF EDUCATION

Inside this issue:

HELPFUL LINKS
Bookmark it!

Bookmark these sites so you can find information on Infinite Campus, CIITS, KDE and more.

Systems Launch Pad Page
A one-stop shop link for system information. Materials from the last Infinite Campus User Group Meetings are available here.

Campus Community
A place to view open cases, latest news, surveys, forums and an extensive list of instruction referred to as the knowledge base.

Infinite Campus University
A place for live WebEx sessions, recorded WebEx sessions and end-of-year documentation.

ENROLLMENT END BATCH

KDE is asking all districts to end-date the 2011-12 enrollments of their graduates using the Enrollment End Batch process in Infinite Campus (Path: System Administration | Student) *__no later than July 15__*. Questions can be addressed to Samantha Engstrom at (502) 564-5279 or by e-mail at samantha.engstrom@education.ky.gov; also, information is available in Infinite Campus University.

End status codes for graduates are referred to as 'G-Codes,' and there are five different types of G-codes:

G01: A student who graduated in less than four years

G02: A student who graduated in four years

G03: A student who graduated in five years

G04: A student who graduated in six or more years

W28: A student who reached maximum age for services without earning a regular diploma or certificate of attainment.

EMPHASIZE DATA QUALITY

As the school year comes to a close, it's a good time for a data quality reminder. Data is used to calculate funding and drive decision-making and is shared publically; therefore it is important that it is accurate.

Data Quality Strategy
⇒ AWARENESS: **Each user has a role in achieving quality.**
⇒ DEFINITION: **Understand the data entered.**
⇒ INPUT: **Enter in an accurate and timely manner.**
⇒ VERIFICATION: **Verify the source of information.**
⇒ SYSTEMS: **Properly train staff entering and retrieving data.**
⇒ OUTPUT: **Regularly review reports and ad-hocs for accuracy.**
⇒ PRESENTATION: **Be active in review of data and requests for information important to your district stakeholders.**

It's important to stress data quality all year, but don't forget to verify data at the end of each year.

⇒ 2012 Infinite Campus Interchange dates have been set for December 3 and 4 at the Louisville Marriott Downtown. For more information, please click here.

⇒ In the latest Infinite Campus release, .1218, an Alternative Language Field was added to the Identity tab of the core product. The Title III program has advised that **Kentucky districts will not be using this field**.

FYI

CIITS NEWS YOU CAN USE

New Key Performance Indicator's (KPIs) are being added to CIITS in June 2012:

1. **MOBILITY RATE** - the rate at which students during this school year left the institution where they had been enrolled.

2. **SPECIAL ED -** percent of enrollment in special education programs as identified from the student information system data load.

3. **ENGLISH LEARNER** - also known as Limited English Proficiency, indicates the percentage of currently enrolled students who are identified (in the student information system data load) in this category.

4. **INTERIM ASSESSMENTS** – proficiency indicator for interim assessments given at the school/district. Testing categories include: English/Language Arts (ELA), Reading, Mathematics, Science, Social Studies and Writing.

Continuous Instructional Improvement Technology System

NEW SCHEDULE WIZARD OVERVIEW

The Campus Schedule Wizard is a tool designed to load student information into a planned master schedule. Preparing for the scheduling season includes the creating of new school calendars, processing enrollments, reviewing existing schedules, modifying courses, opening the course registration and scheduling students into courses.

Infinite Campus University (ICU) is offering a series of courses covering the Schedule Wizard. The hyperlinks to register for the sessions are listed below (must have an ICU username and password to sign up):

May 22 at 2 p.m. ET/1 p.m. CT

June 6 at 11 a.m. ET/10 a.m. CT

DID YOU KNOW?

Within Infinite Campus, punctuation should not be used in a student's name, including last name, first name, middle name or a suffix. The punctuation may cause errors when reporting at the state level. To avoid potential errors, please follow the instructions from the 2011-12 Data Standards.

CIVIL RIGHTS DATA COLLECTION 2011-12

The Advance Website Phase for the U.S. Department of Education's SY 2011-12 Civil Rights Data Collection (CRDC) is now complete, and the Pre-Collection Phase is beginning. Each participating district superintendent, CRDC Principal Contact Person (PCP) and CRDC Alternate Contact Person (ACP) will receive information regarding a set of pre-collection tools designed to support them in their efforts to collect data for the CRDC.

These pre-collection tools are designed to support districts in preparing their CRDC data for submission in the fall of 2012. Smaller districts that may roll over their data at the end of the school year can use these tools to gather all the data necessary for the CRDC submission in the fall. Please review the tools and training webinars available on the CRDC website here. The training webinars to introduce the CRDC and the pre-collection tools also can be downloaded from the same website.

The available tools include:

FLAT FILE SPECIFICATIONS: Designed to support larger districts that can use the summer months to prepare their CRDC submissions.

EXCEL TEMPLATES: User-friendly templates designed to create flat files for the CRDC submission. Designed for school districts with one to ten schools.

PDF TEMPLATES: Designed for districts with one to two schools to capture the CRDC data before the rollover of data.

If you have any questions, please click the link for a Contact Support Form.

Telephone: (855) 320-6459
Fax: (888) FAX-EDEN
(329-3336)